

## 20.1 View Re-Share Activity



The ability to create a private file/folder share and see whenever that file/folder is shared again by Guests in the share is available in FileCloud version 18.2



Once you share a file or folder privately, it has the ability to be shared again by members.



If you leave the default settings when creating a private share, the file or folder cannot be shared again by the Guests (or members) that you add.

- This prevents share members from sharing your file/folder with others users that you didn't originally grant access to.



When creating a private share, if you choose the option to *Allow Share*, the file/folder can be shared again by the Guests (or members) of the share.

- This option can be helpful when you want another user to view and manage your shares.
- When you select a Guest and check the Allow Share checkbox, this assigns the user to be a share manager.
- A share manager now has the same permissions on the share as you, the share owner.
- The share manager can remove the sharing, move the file, and delete the file.
- If you allow sharing, Filecloud will notify you by logging it in the *Activities* panel on the right side of the user dashboard.



### Viewing Share Activity

Details

Activity

Metadata

Last Week

Sub1



**You** publicly shared this folder  
at 10:08 PM on Oct 04 2018, via [Web browser](#) From 34.197.99.39

Sub1



**You** publicly shared this folder  
at 10:08 PM on Oct 04 2018, via [Web browser](#) From 34.197.99.39

Sub1



**You** publicly shared this folder  
at 10:08 PM on Oct 04 2018, via [Web browser](#) From 34.197.99.39

DICOM\_Video.mp4



**You** publicly shared this file  
at 10:08 PM on Oct 04 2018, via [Web browser](#) From 34.197.99.39

To view all re-shares of the a file:

1. Open a browser and log in to the User Portal.
2. In the *User Portal*, click *My Files*.
3. Select the shared file you want to manage.
4. On the right side of the dashboard, in the *Details* panel, to see all r
5. To see Share Activity only, after selecting the file, click the *Manag*

6. In the top right corner of the *Manage Share* dialog box, click the *Si*

Manage Share for file - DICOM\_Video.mp4

Share URL

Share Options

Share Permissions

Shared File/Folder

☐ Allow Everyone